



URGENT: Call for Resumes – USAID Opportunity 2.0 Program

TESDA ONLINE PROGRAM (TOP) FACILITATOR

Education Development Center, Inc. (EDC) is requesting resumes from qualified consultants experienced in working with Out-of-School Youth (OSY) programs and TESDA related activities to provide guidance to OSY enrollees of the TESDA Online Programs (TOP) to complete the program and obtain the certification.

TOP facilitator is needed for Opportunity 2.0 project in **Zamboanga City**. The estimated level of effort is 118 days during April-September 2022.

Project Description

Opportunity 2.0 is a five-year project funded by the United States Agency for International Development (USAID) and implemented by EDC with DepEd ALS and TESDA, with the support of LGUs, the private sector, NGOs, and agencies like DOLE and DTI that have programs for youth. The purpose of Opportunity 2.0 is to give out-of-school youth a second chance to go back to school, or to learn new skills with TESDA, to help youth to be employed or to have their own businesses, and to contribute positively to their families and their community.

Background

USAID's Opportunity 2.0 program aims to strengthen second chance education programs for vulnerable OSY in the Philippines.

With the need to adjust to the COVID-19 environment, TESDA issued new guidelines on the implementation of its programs and services to provide Filipinos ready access to skills, jobs and livelihood opportunities under the so-called "New Normal" condition. Dubbed as TESDA Abot Lahat, TESDA's guidelines envision, among others, to increase access to quality TVET particularly to the traditionally and perennially marginalized. One of the major plans proposed for TESDA program implementation during and after the COVID-19 pandemic is a shift from face-to-face to blended and full online learning through TESDA Online Programs or TOPs.

TESDA already made available more online courses for Filipinos to enroll and learn new skills while on different levels of community quarantine. However, access to TOPs in some communities and far-flung areas is a challenge particularly for many out-of-school youths who have no means to acquire computers/gadgets and internet connectivity in order to avail of skills training opportunities in TOPs.

This activity will help provide OSY with access to employable skills through TESDA Online Programs (TOPs).

EDC is looking for qualified TOP facilitators in Zamboanga City with expertise in **working with OSY programs and TESDA related activities** to help OSY to successfully complete TOPs. The Consultant will provide guidance to the identified OSY to complete the program and obtain the certification.

Scope of Work

The TOP Facilitator, working closely with the Youth Development Coordinator (YDC) or Youth Development Officer (YDO) shall:

- 1) Identify/recruit youth participants to the TOP;
- 2) Facilitate registration of youth in the TOP;
- 3) Administer the delivery of Work Ready Now (WRN) self-directed modules to youth TOP learners;
- 4) Manage and monitor TOP learning sessions of youth participants;
- 5) Facilitate post training activities of TOP learners;
- 6) Facilitate assessment and certification of TOP completers at local TESDA office;
- 7) Administer the delivery of Work-Based Learning (WBL) and Be Your Own Boss (BYOB) trainings to youth TOP learners;
- 8) Submit progress reports to YDA copying O2 thru the YDC and TESD Coordinator;
- 9) Responsible for the distribution and retrieval of tablets and WRN modules from TOPs learners upon completion and turn-over them to YDC for safekeeping.
- 10) Enroll at least 25 OSYs with 80% completion rate within the period of 5 months.

Anticipated Deliverables

Deliverables

Each TOP Facilitator is expected to enroll at least twenty-five (25) OSYs with 80% completion rate within a 5-month period.

Other Deliverables

- List of identified youth participants for the TOPs
- List of registered youth in the TOPs programs
- List of certified TOPs completers with local TESDA office
- Attendance sheets for WRN Modules training, post activities, and WBL/BYOB trainings for the TOP youths
- Monthly progress reports
- Signed loan equipment form by the learners at the start of the program
- Inventory of IT equipment and life skills modules accepted and signed by the YDC

Estimated Timetable and Level of Effort

Activity/Output	Timeframe	Person-days
Orientation of New TOP facilitator	April – September 2022	1 day
TOT on WBL & BYOB with the Master Trainers		3 days
TOT on Work readiness modules with the Master Trainers		5 days
TOT on HERO with the Master Trainers		1.5 days
Recruitment of TOP youth for Cohort 2		11 days
Distribution of Tablets & pre-orientation of TOP youth		2 days
Virtual Orientation & Induction of TOP youth		2 days
Delivery of Work readiness modules on the 21 st Century skills Training		19 days
Start of TOP learning sessions via eTESDA Website		15 days
TOP Youths' Pre-assessment Activities/Skills Practice		7 days
Facilitate Assessment & Certification of TOP completers at TESDA local office		11 days
Co-facilitate the Graduation Ceremony of TOP completers		1 day
Support the facilitation of Post Training activities (e.g., Digital Citizenship, POY, Career Talk, etc.)		10 days
Delivery of WBL & BYOB, HERO training		20 days
Delivery of HERO training		1.5 days
Retrieval and inventory of tablets & accessories		4 days
Prepare/submit activity terminal reports to YDC & TESDC, update M&E's tracking forms		4 days
Total		118 days

Minimum Qualifications

- Must be a college/university graduate of education course or technology program.
- At least 6-month experience in delivering life skills curriculum or related programs.
- Must be familiar with TESDA Online Programs (TOPs) or related online learning courses.
- Experience in teaching or training youth as a teacher or TVET trainer is an advantage.
- Must have IT equipment and internet connection to carry out the activities under the contract.
- Must be a resident of the place/site where the project is operating.

Application Instructions

Interested candidates should send their application (a cover letter and CV) no later than **5:00 PM Manila Time, April 11, 2022** with a reference to **the position – example “TOP Facilitator – Zamboanga City”** to Opportunity 2.0 Operations and Procurement Manager at ProcurementPH@edc.org. Applications must be either in Word or PDF and submitted as one file.